



**JOB OPPORTUNITY  
DEPARTMENT OF CORRECTIONS  
WHITTLESEY ROAD  
P.O. BOX 863  
TRENTON, NJ 08625**



**THIS POSTING IS ONLY OPEN TO THE FOLLOWING:**

- ☐ Current Department of Corrections employees who are permanent in a competitive title or a Civil Service Commission-approved non-competitive title. Subject to current promotional and hiring restrictions
- ☒ State employees who are permanent in a competitive title or a Civil Service Commission-approved non-competitive title. Subject to current promotional and hiring restrictions
- ☐ Interested individuals who meet the stated requirements

**Issue Date:** October 9, 2020

**Posting No.:** 157-20

**TITLE:** Communications Operator, Department of Corrections **SALARY:** \$41,107.65 - \$57,729.48

**LOCATION:** Southern State Correctional Facility – Delmont, NJ

**JOB DESCRIPTION:** Under close supervision of a custody supervisor or other supervisory official in the Department of Corrections, performs a variety of technical, clerical, and communications functions: receives/transmits messages; assists in the mail processing, collection, and distribution system within the institution; under supervision, develops and adjusts daily work schedules; and assists in the inmate visit program by confirming eligibility of visitors; does other related duties as required.

---

**REQUIREMENTS**

**EXPERIENCE:** One (1) year of experience in work involving the receiving, transmitting, and relaying of messages and/or the performance of routine clerical or secretarial tasks.

---

**PLEASE INCLUDE RESUME IN YOUR RESPONSE. POSTING TITLE AND NUMBER MUST BE INCLUDED IN THE SUBJECT LINE OF YOUR E-MAIL. ALL ATTACHMENTS MUST BE SENT IN PDF OR WORD FORMAT ONLY. ADDITIONALLY, YOU MUST PROVIDE YOUR E-MAIL ADDRESS. TO BE CONSIDERED, RESPONSES MUST BE POSTMARKED NO LATER THAN OCTOBER 26, 2020.**

Forward Response To:

Roxanne Creamer, Personnel Assistant 1  
Regional Personnel Services, Region 3  
Southern State Correctional Facility  
4295 Route 47  
Delmont, NJ 08314

**Emailed resumes are to be sent only to:**

**Roxanne.Creamer@doc.nj.gov**